



EMS Training Coordinator

Department: Fire

Class Code: 2235

EEO Code: 22

FLSA: E

Effective: 01/01/1994

GENERAL STATEMENT OF DUTIES:

Under direction; performs work of coordinating Emergency Medical Services training within the fire department or other county EMS agencies including training, equipment evaluation; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Prepares monthly class outlines for in-service training; schedules and monitors part-time EMS training instructors; assists and evaluates EMS equipment for application within the fire department; assists with reviews and analyzes EMS responses to insure adequate service delivery; coordinates EMS activities with local volunteer rescue squads; schedules and coordinates yearly EMT State re-certification test; schedules and coordinates basic EMT course for recruit school; schedules and coordinates special training on an as needed basis; attends training classes, conferences and seminars to keep abreast of new EMS technology and State and local EMS delivery protocol; coordinates with State EMS officials to insure that the fire department EMS training activities are in compliance with State Department of Health rules and regulations; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of emergency medical services principles, procedures, techniques and equipment; of applicable laws, ordinances, departmental standard operating procedures, protocols and regulations.

Considerable skill in developing and administering effective training programs for fire and rescue squad personnel; skill in training personnel; in establishing and maintaining effective working relationships with other employees, supervisors and the public. Ability to instruct and participate in emergency medical services activities.

MINIMUM EDUCATION AND EXPERIENCE:

Completion of the core curriculum for an associates degree in fire science or related field and three years of EMS field experience including one year experience as EMS instructor; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

Must possess a valid vehicle operator's license and a good driving record.

Must be a certified Emergency Medical Technician

This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.